

UNITAS By-Laws

Article 1- Goal

The goal of UNITAS is to support those activities that enhance unity and multiculturalism at Union College, as well as contribute to the advancement and celebration of diversity and community in the broadest possible sense.

Article 2- Membership

Membership is open to all members of the Union College Community, including alumni. Membership shall be conferred (or revoked) by a vote of the members attending a meeting of UNITAS. One is considered a Unitas member by attending 2 Unitas meetings or Unitas sponsored events per trimester.

Article 3- Meetings

UNITAS will schedule regular meetings of the entire membership bi-weekly starting with the first week of the term.

Article 4- Officers

At the end of each academic year UNITAS will elect the following officers: Co-Conveners, Secretary, and Treasurer, each to serve for a one-year term, Re-election of any officers to a second one-year term is permitted.

Article 5- Executive Committee

The Executive Committee will consist of the Co-Conveners, the Secretary, the Treasurer, and the immediate past Co- Conveners.

Article 6- Duties of Officers and Executive Committee

The Co-Conveners shall schedule meetings and set meeting agendas (after consultation with the Executive Committee), and shall preside at meetings and provide leadership to UNITAS. The Secretary shall keep brief minutes of each meeting that are to include a record of all actions taken, including especially a record of all votes taken at meetings with the number of yeas and nays. Brief summaries of discussions of important matters shall be included in the minutes. A written record of all votes taken by e-mail, with numbers of yeas and nays shall be kept in an online poll, and recorded for the archivist's records at the end of each trimester. The Secretary will also send all Unitas minutes and material to the college's archivist at the end of each academic year. The Treasurer will regularly report at meetings the status of the UNITAS Fund and on monies available for programs, activities, support of events, individuals and organizations.

Article 7- Voting

Votes on funding requests may be conducted by e-mail. Votes on all other matters will be done electronically or at meetings. Votes on motions can be taken only if nine or more members vote. Members must have attended at least 2 meetings/events the previous term to be eligible to vote in the current term.

Article 8- Committees

The following standing committees will assist in carrying out the business of UNITAS.

Nominations and Recruiting Committee- Charged with nominating candidates for offices, at least two candidates for each office. Charged with recruiting new members of UNITAS.

Awards Committee- Charged with recommending to UNITAS recipients of all UNITAS awards.

Publicity and Events Committee- Committees will designated to manage individual events: a committee to oversee the new faculty event, one to oversee the international students reception, one to oversee the awards events, etc. These committees would be established at the beginning of each year.

Committees are charged with publicizing the goals, activities, events, awards, and achievements of UNITAS through all appropriate means including Concordiensis, WRUC, the Chronicle, and the College website. Committees are charged with planning and carrying out all events.

Article 9- Financial Support

UNITAS will welcome requests from any individual or campus organization for financial or other support for events, projects or activities that foster UNITAS goals. UNITAS will announce each term (through the college web page, Concordiensis, Facebook, Unitas webpage, and other appropriate means) that proposals meeting the criteria will be considered.

Article 10- Advisory Role to the President of the College

Meeting minutes will be sent to the President of the College, and a meeting with the President will be held at the end of the fall term. Prior to the meeting the Co-Conveners will forward to the President a report of UNITAS activities. At the meeting with the president, the Co-Conveners shall solicit the President's suggestions for UNITAS activities and membership.

Article 11- Revisions

These revised Guidelines will go into effect by at two-thirds vote of all those UNITAS members who vote, provided that at least 9 members vote. Future revisions must meet the same requirement.

Revised October 9, 2013